

# **FOSTER GRANDPARENT COORDINATOR**

## **Grand, Emery, San Juan, and Carbon Counties**

### **JOB DESCRIPTION:**

Develop/maintain cooperative working relationships with schools and other community organizations to gain support for and promote partnerships; provide primary staff support and technical assistance to Foster Grandparent volunteers and school site supervisors where Foster Grandparent volunteers are assigned; conduct volunteer, faculty and school administration surveys annually to determine the impact of Foster Grandparent service as defined in grant goals and objectives; and develop appropriate and program specific training modules to meet CNCS requirement of 40-hours of pre-and in-service training annually.

Recruit, screen, train, assign and assure appropriate supervision of Foster Grandparent volunteers to ensure successful and productive volunteer assignments in compliance with grant guidelines; collect and audit FGP monthly sheets prior to submitting to Account Technician for payment processing to assure accurate recording of appropriate hours, meal allowance and mileage reimbursements in compliance with CNCS guidelines. Maintain FGP program and individual volunteer records including creating files which contain confidential initial intake and annual reviews to assure compliance with CNCS guidelines and requirements.

Negotiate, review and update Memoranda of Understanding with volunteer stations to establish appropriate guidelines for volunteer placements; maintain confidentiality and professional decorum relating to Foster Grandparent volunteers (income, medical, performance evaluation), client files, budgets, site supervisors and agency staff.

### **QUALIFICATIONS:**

High School Diploma; a vehicle is required to perform this job; Foster Grandparent Coordinator will have strong interpersonal, oral and written communication skills; will demonstrate skill in the use of computer word processing programs for the production of professional-quality communications and Excel for management of volunteer and client data base and have the ability to manage multiple tasks and priorities and ability to communicate effectively with supervisors and volunteers.

### **WORK SCHEDULE:**

Monday – Friday (8 am to 5 pm)

### **SALARY:**

\$1,923 per month, with benefits.

### **INSTRUCTIONS:**

Interested applicants should send cover letter and resume citing previous education, skills, and work experience to Carol Hollowell, Volunteer Center Director, P.O. Box 1550, St. George, UT 84771 or e-mail to [chollowell@fivecounty.utah.gov](mailto:chollowell@fivecounty.utah.gov) before 5 pm on September 12, 2012.